

**Bossier Parish Assessor
Benton, Louisiana**

Financial Statements With Auditor's Report

As of and For the Year Ended December 31, 2011

Bossier Parish Assessor
Benton, Louisiana

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Independent Auditors' Report

Bossier Parish Assessor
Benton, Louisiana

We have audited the accompanying financial statements of the governmental activities and major fund of the Bossier Parish Assessor, a component unit of the Bossier Parish Police Jury, as of and for the year ended December 31, 2011, which collectively comprise the Bossier Parish Assessor's basic financial statements, as listed in the table of contents. These financial statements are the responsibility of the Bossier Parish Assessor's management. Our responsibility is to express opinions on these basic financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and the significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinions.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of the Bossier Parish Assessor as of December 31, 2011, and the respective changes in financial position for the year then ended in conformity with accounting principles generally accepted in the United States of America.

In accordance with *Government Auditing Standards*, we have also issued a report dated June 28, 2012, on our consideration of Bossier Parish Assessor's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* and should be considered in assessing the results of our audit.

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis on pages 3 – 8, the budgetary comparison information on pages 29 – 30, and the schedule of funding progress for retiree health, dental, and life plans on page 31, be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of the financial reporting for placing the basic financial statements in an appropriate operational, economical, or historical context. We have applied certain limited procedures to the required

supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.



Cook & Morehart
Certified Public Accountants
June 28, 2012

BOSSIER PARISH ASSESSOR

MANAGEMENT'S DISCUSSION AND ANALYSIS

Our discussion and analysis of Bossier Parish Assessor's financial performance provides an overview of the Bossier Parish Assessor's financial activities for the fiscal year ended December 31, 2011. Please read it in conjunction with the Assessor's financial statements, which begin on page 9.

FINANCIAL HIGHLIGHTS

The Bossier Parish Assessor's net assets increased by \$1,289,512 or 17.0%.

The Bossier Parish Assessor's total general revenues were \$3,202,133 in 2011 compared to \$3,128,295 in 2010.

During the year ended December 31, 2011, the Bossier Parish Assessor had total expenses, excluding depreciation of \$2,151,584, compared to \$2,175,458 in 2010.

USING THIS ANNUAL REPORT

This annual report consists of a series of financial statements. The Statement of Net Assets and the Statement of Activities (on pages 9 and 10) provide information about the activities of the Bossier Parish Assessor as a whole and present a longer-term view of the Assessor's finances. Fund financial statements start on page 11. For governmental activities, these statements tell how these services were financed in the short term as well as what remains for future spending. Fund financial statements also report the Bossier Parish Assessor's operations in more detail than the government-wide statements by providing information about the Bossier Parish Assessor's most significant funds.

The Bossier Parish Assessor was determined to be a component unit of the Bossier Parish Police Jury. The Assessor is an independently elected official; however, the Assessor is fiscally dependent on the Bossier Parish Police Jury. The Police Jury maintains and operates the parish courthouse in which the Assessor's office is located and provides funds for equipment and furniture of the Assessor's office. In addition, the police jury's basic financial statements would be incomplete or misleading without inclusion of the Assessor. For these reasons, the Assessor was determined to be a component unit of the Bossier Parish Police Jury, the financial reporting entity. The accompanying financial statements present information only on the funds maintained by the Bossier Parish Assessor.

Reporting the Bossier Parish Assessor as a Whole

Our analysis of the Bossier Parish Assessor as a whole begins on page 9. One of the most important questions asked about the Bossier Parish Assessor's finances is "Is the Bossier

Parish Assessor as a whole better off or worse off as a result of the year's activities?" The Statement of Net Assets and the Statement of Activities report information about the funds maintained by the Bossier Parish Assessor as a whole and about its activities in a way that helps answer this question. These statements include all assets and liabilities using the *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies. Accrual of the current year's revenues and expenses are taken into account regardless of when cash is received or paid.

These two statements report the Bossier Parish Assessor's *net assets* and changes in them. You can think of the Bossier Parish Assessor's net assets – the difference between assets and liabilities – as one way to measure the Bossier Parish Assessor's financial health, or *financial position*. Over time, *increases or decreases* in the Bossier Parish Assessor's net assets are one indicator of whether its *financial health* is improving or deteriorating. You will need to consider other non-financial factors, however, such as changes in the Assessor's property tax base, to assess the overall health of the Assessor.

In the Statement of Net Assets and the Statement of Activities, we record the funds maintained by the Bossier Parish Assessor as governmental activities:

Governmental activities – all of the expenses paid from the funds maintained by the Bossier Parish Assessor are reported here which consists primarily of personal services, materials and supplies, travel, and other program services. Ad valorem taxes finance most of these activities.

Reporting the Assessor's Most Significant Funds

Our analysis of the major funds maintained by the Bossier Parish Assessor begins on page 11. The fund financial statements begin on page 11 and provide detailed information about the most significant funds maintained by the Bossier Parish Assessor – not the Bossier Parish Assessor as a whole. The Bossier Parish Assessor's *governmental funds* use the following accounting approaches:

Governmental funds – All of the Bossier Parish Assessor's basic services are reported in governmental funds, which focus on how money flows into and out of those funds and the balances left at year-end that are available for spending. These funds are reported using an accounting method called *modified accrual* accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental fund statements provide a detailed *short-term view* of the Bossier Parish Assessor's general government operations and the expenses paid from those funds. Governmental fund information helps you determine whether there are more or fewer financial resources that can be spent in the near future to finance certain Bossier Parish Assessor expenses. We describe the relationship (or differences) between governmental *activities* (reported in the Statement of Net Assets and the Statement of Activities) and governmental *funds* in a reconciliation at the bottom of the fund financial statements.

THE BOSSIER PARISH ASSESSOR AS A WHOLE

The Bossier Parish Assessor's total net assets changed from a year ago, increasing from \$7,596,359 to \$8,885,871. Our analysis below will focus on key elements of the total governmental funds for both December 31, 2011 and 2010 years.

Table 1
Net Assets

	Governmental Activities	
	2011	2010
Current and other assets	\$9,448,859	\$ 8,000,854
Capital assets	66,801	87,498
Total assets	<u>\$9,515,660</u>	<u>\$ 8,088,352</u>
Current liabilities	32,342	22,885
Long-term liabilities:		
Due within one year	11,792	9,248
Due in more than one year	585,655	459,860
Total liabilities	<u>629,789</u>	<u>491,993</u>
Net assets:		
Investment in capital assets	66,801	87,498
Unrestricted	8,819,070	7,508,861
Total net assets	<u>\$8,885,871</u>	<u>\$ 7,596,359</u>

Net assets of the Bossier Parish Assessor's governmental activities increased by \$1,289,512 or 17.0%. Unrestricted net assets, the part of net assets that can be used to finance Bossier Parish Assessor expenses without constraints or other legal requirements, increased from \$7,508,861 at December 31, 2010 to \$8,819,070 at December 31, 2011. The primary reason for the increase was increasing property tax revenues and expense reductions.

Table 2
Change in Net Assets

	<u>Governmental Activities</u>	
	<u>2011</u>	<u>2010</u>
Revenues		
Program revenues		
Charges for services	\$ 262,467	\$ 262,759
General revenue		
Ad valorem taxes	2,898,012	2,825,699
Intergovernmental	254,828	248,554
Interest income	14,014	20,826
Miscellaneous	35,279	33,216
Total revenues	<u>\$ 3,464,600</u>	<u>\$ 3,391,054</u>
Expenses		
Property assessment	<u>2,175,088</u>	<u>2,198,566</u>
Increase in net assets	<u><u>\$ 1,289,512</u></u>	<u><u>\$ 1,192,488</u></u>

Total revenues increased \$73,546, or 2.2%, from total revenues in the year ended December 31, 2010 of \$3,391,054 to total revenues of \$3,464,600 in the year ended December 31, 2011.

The primary reason for this increase was an increase in property tax revenues.

THE ASSESSOR'S FUNDS

As the Assessor completed the year, its governmental funds (as presented in the balance sheet on page 11) reported a fund balance of \$9,008,970, which is higher than last year's fund balance of \$7,670,163. The primary reason for this increase was the increase in property tax revenue and expense reductions.

General Fund Budgetary Highlights

The Assessor adopted a budget for its General Fund for the year ended December 31, 2011. There were no amendments to the budget during the year. The Assessor's budgetary comparison is presented as required supplementary information and shown on page 29. Highlights for the year are as follows:

- Actual interest income was lower than budgeted due to lower interest rates.

The Assessor's General Fund balance of \$9,008,970 reported on page 12 differs from the General Fund's *budgetary* fund balance of \$6,464,939 reported in the budgetary comparison schedule on page 29. This is primarily due to the Assessor budgeting on the cash basis of accounting.

CAPITAL ASSETS AND DEBT ADMINISTRATION

Capital Assets

At the end of December 31, 2011 and 2010, the Bossier Parish Assessor had invested \$66,801 and \$87,498, respectively, in capital assets. (see table 3 below)

Table 3
Capital Assets at Year End
(Net Depreciation)

	Governmental Activities	
	2011	2010
Office equipment	\$ 30,158	\$ 39,934
Computer equipment	7,297	7,232
Vehicles	29,346	40,332
Total assets	<u>\$ 66,801</u>	<u>\$ 87,498</u>

This year's major additions included:

Office and computer equipment	\$ 2,807	\$ 4,854
Total major additions	<u>\$ 2,807</u>	<u>\$ 4,854</u>

More detailed information about the capital assets are presented in Note 6 to the financial statements.

Debt Administration

Long-term liabilities of the Bossier Parish Assessor are summarized as follows:

Table 4
Outstanding Debt At Year End

	Governmental Activities	
	2011	2010
Compensated absences	\$ 11,792	\$ 9,248
Other post-employment benefit obligation	585,655	459,860
Total	<u>\$ 597,447</u>	<u>\$ 469,108</u>

More detailed information about the long-term liabilities are presented in Note 13 to the *financial statements*.

ECONOMIC FACTORS AND NEXT YEAR'S BUDGETS

The Bossier Parish Assessor's management considered many factors when setting a fiscal year December 31, 2012 budget. Property tax millage will remain at 3.32 mills.

Expenditures for 2012 are expected to remain substantially the same.

CONTACTING THE ASSESSOR'S FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens and taxpayers with a general overview of the finances for those funds maintained by the Bossier Parish Assessor and to show the Bossier Parish Assessor's accountability for the money it receives. If you have questions about this report or need additional financial information, contact the Bossier Parish Assessor.

Bossier Parish Assessor
Benton, Louisiana
Statement of Net Assets
December 31, 2011

	<u>Governmental Activities</u>
ASSETS	
Cash and cash equivalents	\$ 627,247
Investments	5,838,696
Receivables	2,956,668
Prepaid expenses	26,248
Capital assets (net)	<u>66,801</u>
Total assets	<u>9,515,660</u>
LIABILITIES	
Accounts payable and accrued expenses	32,342
Long-term liabilities:	
Due within one year	11,792
Due in more than one year	<u>585,655</u>
Total liabilities	<u>629,789</u>
NET ASSETS	
Investment in capital assets	66,801
Unrestricted	<u>8,819,070</u>
Total net assets	<u><u>\$ 8,885,871</u></u>

See accompanying notes to the basic financial statements.

Bossier Parish Assessor
Benton, Louisiana
Statement of Activities
For the Year Ended December 31, 2011

	<u>Governmental Activities</u>
Expenses:	
General government	
Salaries	\$ 1,290,534
Group insurance	243,978
Other employee benefits	339,717
Office expense	250,607
Travel	26,748
Depreciation	<u>23,504</u>
Total expenses	<u>2,175,088</u>
Program revenues:	
Charges for services	<u>262,467</u>
Net program expenses	<u>(1,912,621)</u>
General revenues:	
Ad valorem taxes	2,898,012
Intergovernmental revenue	254,828
Interest Income	14,014
Miscellaneous	<u>35,279</u>
Total general revenues	<u>3,202,133</u>
Change in net assets	1,289,512
Net assets - beginning	<u>7,596,359</u>
Net assets - ending	<u><u>\$ 8,885,871</u></u>

See accompanying notes to the basic financial statements.

Bossier Parish Assessor
Benton, Louisiana
Balance Sheet
Governmental Fund
December 31, 2011

	General Fund
Assets	
Cash and cash equivalents	\$ 627,247
Investments	5,838,696
Receivables	2,956,668
Total assets	<u>\$ 9,422,611</u>
Liabilities	
Accounts payable and accrued expenses	\$ 32,342
Deferred revenue	381,299
Total liabilities	<u>413,641</u>
Fund balance	
Unassigned	9,008,970
Amounts reported for governmental activities in the statement of activities are different because:	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds	66,801
The nonallocation method of accounting for prepayments is used in the fund statements, since the prepayment does not provide expendible financial resources-prepaid insurance.	26,248
Long-term liabilities, including compensated absences, other post-employment benefit obligation, and interest payable are not due and payable in the current period and therefore are not reported in the governmental funds.	(597,447)
Other long-term assets are not available to pay for current-period expenditures and therefore are deferred in the governmental funds.	<u>381,299</u>
Net assets of governmental activities	<u>\$ 8,885,871</u>

See accompanying notes to the basic financial statements.

Bossier Parish Assessor
Benton, Louisiana
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Fund
For the Year Ended December 31, 2011

	General Fund
Revenues	
Ad valorem taxes	\$ 2,817,524
Intergovernmental revenue	250,614
Fees, charges and commissions for services	262,467
Interest income	14,014
Miscellaneous	<u>33,118</u>
Total revenues	<u>3,377,737</u>
Expenditures	
Current:	
Salaries	1,287,990
Group insurance	243,978
Other employee benefits	213,922
Office expense	263,485
Travel	26,748
Capital outlay	<u>2,807</u>
Total expenditures	<u>2,038,930</u>
Net change in fund balance	1,338,807
Fund balance at beginning of year	<u>7,670,163</u>
Fund balance at end of year	<u><u>\$ 9,008,970</u></u>

See accompanying notes to the basic financial statements.

Bossier Parish Assessor
Benton, Louisiana
Reconciliation of the Statement of Revenues, Expenditures, and Changes in
Fund Balances of Governmental Funds to the Statement of Activities
For the Year Ended December 31, 2011

Net change in fund balances - total governmental funds	\$ 1,338,807
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Amounts reported for governmental activities in the statement of activities
are different because:

Governmental funds report capital outlays as expenditures. However, in the statement of activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which depreciation expense of \$23,504 exceeded capital outlays of \$2,807 in the current period.	(20,697)
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The nonallocation method of accounting for prepayments is used in the fund statements, since the prepayment does not provide expendable financial resources.	12,880
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Some expenses reported in the statement of activities do not require the use of current financial resources and therefore are not reported as expenditures in the governmental funds.

Compensated absences	(2,543)
Net OPEB obligation	(125,795)

Revenues in the statement of activities that do not provide current financial resources are not reported as revenues in the funds.	86,860
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Change in net assets of governmental activities	\$ 1,289,512
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See accompanying notes to the basic financial statements.

Bossier Parish Assessor
Benton, Louisiana
Notes to Financial Statements
December 31, 2011

INTRODUCTION

As provided by Article VII, Section 24 of the Louisiana Constitution of 1974, the assessor is elected by the voters of the parish and serves a four-year term. The assessor assesses all real and movable property in the parish, subject to ad valorem taxation. The assessor is authorized to appoint as many deputies as may be necessary for the efficient operation of the office and provides assistance to the taxpayers of the parish. The deputies are authorized to perform all functions of the office, but the assessor is officially and pecuniary responsible for the actions of the deputies.

The Assessor's office is located in the Bossier Parish Courthouse in Benton, Louisiana. The Assessor employs twenty-four employees, all are considered deputies. In accordance with Louisiana law, the Assessor bases real and movable property assessments on conditions existing on January 1 of the tax year. The Assessor completes an assessment listing by May 1 of the tax year and submits the list to the parish governing authority and the Louisiana Tax Commission as prescribed by law. Once the assessment listing is approved, the Assessor submits the assessment roll to the parish tax collector who is responsible for collecting and distributing taxes to the various taxing bodies.

For 2011, there are 59,311 real property and movable property assessments totaling \$733,507,640 and \$330,755,960, respectively. This represents an increase of 892 assessments totaling \$24,991,160 over the prior year, caused primarily by the growth in the parish during the year.

(1) Summary of Significant Accounting Policies

The Bossier Parish Assessor's financial statements are prepared in conformity with generally accepted accounting principles (GAAP). The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations). The accompanying basic financial statements have been prepared in conformity with GASB Statement 34, *Basic Financial Statements – and Management's Discussion and Analysis—for State and Local Governments*, issued in June 1999. The more significant accounting policies established in GAAP and used by the Bossier Parish Assessor are discussed below.

A. Reporting Entity

The Assessor is an independently elected official; however, the Assessor is fiscally dependent on the Bossier Parish Police Jury. The Police Jury maintains and operates the parish courthouse in which the Assessor's office is located and provides funds for equipment and furniture of the Assessor's office. In addition, the police jury's basic financial statements would be incomplete or misleading without inclusion of the Assessor. For these reasons, the Assessor was determined to be a component unit of the Bossier Parish Police Jury, the financial reporting entity.

The accompanying financial statements present information only on the funds maintained by the Assessor and do not present information on the police jury, the general government services provided by that governmental unit, or the other governmental units that comprise the financial reporting entity.

(Continued)

Bossier Parish Assessor
Benton, Louisiana
Notes to Financial Statements
December 31, 2011
(Continued)

B. Basic Financial Statements – Government-Wide Statements

The Bossier Parish Assessor's basic financial statements include both government-wide (reporting the funds maintained by the Bossier Parish Assessor as a whole) and fund financial statements (reporting the Bossier Parish Assessor's major funds). Both the government-wide and fund financial statements categorize primary activities as either governmental or business type. The Bossier Parish Assessor's general fund is classified as governmental activities. The Bossier Parish Assessor does not have any business-type activities.

In the government-wide Statement of Net Assets, the governmental activities column is presented on a consolidated basis and is reported on a full accrual, economic resource basis, which recognizes all long-term assets and receivables. The Bossier Parish Assessor's net assets are reported in two parts – invested in capital assets and unrestricted net assets.

The government-wide Statement of Activities reports both the gross and net cost of each of the Bossier Parish Assessor's functions. The functions are supported by general government revenues. The Statement of Activities reduces gross expenses (including depreciation) by any related program revenues, which must be directly associated with the function. The assessor's program revenues consisted of charges for services. The net costs (by function) are covered by general revenues.

This government-wide focus is more on the sustainability of the Bossier Parish Assessor as an entity and the change in the Bossier Parish Assessor's net assets resulting from the current year's activities.

C. Basic Financial Statements – Fund Financial Statements

The financial transactions of the Bossier Parish Assessor are recorded in individual funds in the fund financial statements. Each fund is accounted for by providing a separate set of self-balancing accounts that comprises its assets, liabilities, reserves, fund equity, revenues and expenditures. The various funds are reported by generic classification within the financial statements.

The following fund types are used by the Bossier Parish Assessor:

Governmental Funds – the focus of the governmental funds' measurement (in the fund statements) is upon determination of financial position and changes in financial position (sources, uses, and balances of financial resources) rather than upon net income. The following is a description of the governmental fund of the Bossier Parish Assessor:

- a. General fund is the general operating fund of the Bossier Parish Assessor. It is used to account for all financial resources except those required to be accounted for in another fund.

(Continued)

Bossier Parish Assessor
Benton, Louisiana
Notes to Financial Statements
December 31, 2011
(Continued)

The emphasis in fund financial statements is on the major funds in the governmental category. GASB Statement No. 34 sets forth minimum criteria (percentage of the assets, liabilities, revenues, or expenditures/expenses of either fund category or the governmental and enterprise combined) for the determination of major funds. The Assessor's general fund was determined to be a major fund.

D. Basis of Accounting

Basis of accounting refers to the point at which revenues or expenditures are recognized in the accounts and reported in the financial statements. It relates to the timing of the measurements made regardless of the measurement focus applied.

1. Accrual:

The governmental funds in the government-wide financial statements are presented on the accrual basis of accounting. Revenues are recognized when earned and expenses are recognized when incurred.

Revenues of the Bossier Parish Assessor consist principally of property taxes, other intergovernmental revenues, charges for services, and interest income. Property taxes are recorded in the year in which the taxes are levied. Property taxes are assessed on a calendar year basis, become due on November 15 of each year, and become delinquent on December 31. Interest income is recorded when earned. Intergovernmental revenues are recorded when received in cash because they are generally not measurable until actually received.

2. Modified Accrual:

The governmental funds financial statements are presented on the modified accrual basis of accounting. Under modified accrual basis of accounting, revenues are recorded when susceptible to accrual: i.e., both measurable and available. "Available" means collectible within the current period or within 60 days after year end. Expenditures are generally recognized under the modified accrual basis of accounting when the related liability is incurred. The exception to this rule is that principal and interest on general obligation long-term debt, if any, is recognized when due. Depreciation is not recognized in the governmental fund financial statements.

E. Budgets

The Bossier Parish Assessor follows these procedures in establishing the budgetary data reflected in these financial statements:

1. The Bossier Parish Assessor prepares a proposed budget and holds a public hearing no later than fifteen days prior to the beginning of each fiscal year.
2. The budget is adopted at the public hearing.
3. All budgetary appropriations lapse at the end of each fiscal year.

(Continued)

Bossier Parish Assessor
Benton, Louisiana
Notes to Financial Statements
December 31, 2011
(Continued)

F. Cash and Cash Equivalents

Cash includes amounts in petty cash, interest-bearing demand deposits, and money market accounts. Cash equivalents include amounts in time deposits and those investments with original maturities of 90 days or less. Under state law, the district may deposit funds in demand deposits, interest-bearing demand deposits, or money market accounts with state banks organized under Louisiana law or any other state of the United States, or under the laws of the United States.

G. Investments

Investments are limited by Louisiana Revised Statute (R.S.) 33:2955. If the original maturities of investments exceed 90 days, they are classified as investments; however, if the original maturities are 90 days or less, they are classified as cash equivalents. Investments are carried at cost, which approximates market.

H. Capital Assets

Capital assets purchased or acquired with an original cost of \$2,500 or more are reported at historical cost or estimated historical cost. Contributed assets are reported at fair market value as of the date received. Additions, improvements, and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred.

Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Office equipment	5 – 7 years
Computer equipment	3 – 5 years
Vehicles	5 – 7 years

I. Compensated Absences

Full-time employees of the Assessor earn one-half day of paid time off (PTO) for each year of eligible service. Any earned PTO not taken will be paid upon separation. Sick leave benefits are also available. Sick leave earned but not taken will not be paid upon separation.

J. Use of Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and reported revenues and expenses. Actual results could differ from those estimates.

K. Pre-Paid Items

Certain payments to vendors reflect costs applicable to future accounting periods and are recorded as prepaid items in the government-wide financial statements.

(Continued)

Bossier Parish Assessor
Benton, Louisiana
Notes to Financial Statements
December 31, 2011
(Continued)

L. Deferred Revenue

Deferred revenues arise when assets are recognized before the revenue recognition criteria have been satisfied. On governmental fund financial statements, receivables that were not collected within the available period are recorded as deferred revenue.

M. Net Assets

Net assets represent the difference between assets and liabilities. Net assets invested in capital assets consist of capital assets net of accumulated depreciation. Net assets are reported as restricted when there are limitations imposed on their use either through constitutional provisions or enabling legislation adopted by the Assessor or through external restrictions imposed by creditors, grantors, or laws or regulations of other governments. It is the policy of the Assessor to first apply restricted resources when an expense is incurred for purposes for which both restricted and unrestricted net assets are available.

N. Fund Balance

GASB has issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*, which defines the different types of fund balances that a governmental entity must use for financial reporting purposes. GASB 54 requires the fund balance amounts to be properly reported within one of the fund balance categories list below.

1. Nonspendable fund balances are amounts that cannot be spent because they are either (a) not in spendable form, such as inventory or prepaid expenses, or (b) legally or contractually required to be maintained intact, such as a trust that must be retained in perpetuity.
2. Restricted fund balances are restricted when constraints placed on the use of resources are either (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.
3. Committed fund balances include amounts that can be used only for the specific purposes as a result of constraints imposed by the Assessor (the Entity's highest level of decision making authority). Committed amounts cannot be used for any other purpose unless the Assessor removes those constraints by taking the same type of action (i.e. legislation, resolution, or ordinance).
4. Assigned fund balances are amounts that are constrained by the Assessor's intent to be used for specific purposes, but are neither restricted nor committed.
5. Unassigned fund balances are the residual classification for the Assessor's general fund and include all spendable amounts not contained in the other classifications.

(Continued)

Bossier Parish Assessor
Benton, Louisiana
Notes to Financial Statements
December 31, 2011
(Continued)

When both restricted and unrestricted fund balances are available for use, it is the Assessor's policy to use restricted fund balance first, then unrestricted fund balance. Furthermore, committed fund balances are reduced first, followed by assigned amounts, and then unassigned amounts when expenditures are incurred for purposes for which amounts in any of those unrestricted fund balance classifications can be used.

(2) New Accounting Standards

Effective January 1, 2011, the Assessor implemented GASB Statement No. 54, "*Fund Balance Reporting and Government Fund Type Definitions*." The objective of this Statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund type definitions. The categories of fund balance presented in the Assessor's financial statements changed as a result of implementing this Statement.

(3) Levied Taxes

The Assessor authorized and levied a 3.32 millage for property taxes for 2011. Approximately seventeen percent (17%) of the Assessor's property tax revenue is derived from ten taxpayers in the parish.

(4) Cash, Cash Equivalents, and Investments

At December 31, 2011, the Assessor has cash, cash equivalents and investments (book balances), totaling \$6,465,943 as detailed below.

A. Cash and Cash Equivalents

Cash and cash equivalents at December 31, 2011 (book balances) consists of demand deposits and savings account totaling \$627,247. These deposits are stated at cost, which approximates market. Under state law, these deposits (or the resulting bank balances) must be secured by federal deposit insurance or the pledge of securities owned by the fiscal agent bank. The market value of the pledged securities plus the federal deposit insurance must at all times equal the amount on deposit with the fiscal agent.

B. Investments

At December 31, 2011, the Assessor has investments totaling \$5,838,696 as follows:

Investments in Louisiana Asset Management	
Pool (LAMP)	\$ 5,816,393
Certificates of deposit	<u>22,303</u>
Total investments	<u>\$ 5,838,696</u>

(Continued)

Bossier Parish Assessor
Benton, Louisiana
Notes to Financial Statements
December 31, 2011
(Continued)

The Louisiana Asset Management Pool (LAMP) is a local government investment pool. In accordance with GASB codification section 150.126, the investment in LAMP at the Bossier Parish Assessor is not categorized in the three risk categories provided by GASB Codification Section 150.125 because the investment is in the pool of funds and therefore not evidenced by securities that exist in physical or book entry form.

LAMP is administered by LAMP, Inc., a non-profit corporation organized under the laws of the State of Louisiana. Only local government entities having contracted to participate in LAMP have an investment interest in its pool of assets. The primary objective of LAMP is to provide a safe environment for the placement of public funds in short term, high quality investments. The LAMP portfolio includes only securities and other obligations in which local governments in Louisiana are authorized to invest in accordance with LSA-R.S. 33:2955. Accordingly, LAMP investments are restricted to securities issued, guaranteed, or backed by the U.S. Treasury, the U.S. Government, or one of its agencies, enterprises, or instrumentalities, as well as repurchase agreements collateralized by those securities.

Effective August 1, 2001, LAMP's investment guidelines were amended to permit the investment in government-only money market funds. In its 2001 Regular Session, the Louisiana Legislature (Senate Bill No. 512, Act 701) enacted LSA-R.S. 33:2955(A)(1)(h) which allows municipalities, parishes, school boards, and any other political subdivisions of the State to invest in "Investment grade (A-1/P-1) commercial paper of domestic United States corporations." Effective October 1, 2001, LAMP's Investment Guidelines were amended to allow the limited investment in A-1 or A-1+ commercial paper.

The dollar weighted average portfolio maturity of LAMP assets is restricted to not more than 90 days, and consists of no securities with a maturity in excess of 397 days. LAMP is designed to be highly liquid to give its participants immediate access to their account balances. The investments in LAMP are stated at fair value based upon quoted market rates. The fair value is determined on a weekly basis by LAMP and the value of the position in the external investment pool is the same as the value of the pool shares.

LAMP, Inc. is subject to the regulatory oversight of the state treasurer and the board of directors. LAMP is not registered with the SEC as an investment company.

The certificates of deposits have initial maturities greater than 90 days and are carried at cost, which approximates market.

C. Credit Risk

Custodial credit risk is the risk that in the event of a bank failure, the government's deposits may not be returned to it. As of December 31, 2011, \$11,879 of the Assessor's bank balances totaling \$690,340 were uninsured and collateral held by the pledging bank's trust department not in the Assessor's name. In addition, \$83,003 of the Assessor's bank balances totaling \$690,340 were uninsured and uncollateralized.

(Continued)

Bossier Parish Assessor
Benton, Louisiana
Notes to Financial Statements
December 31, 2011
(Continued)

Even though the pledged securities are considered uncollateralized (Category 3) under the provisions of GASB Statement 3, as amended by GASB Statement 40, Louisiana Revised Statute 39:1229 imposes a statutory requirement on the custodial bank to advertise and sell the pledged securities within 10 days of being notified by the clerk that the fiscal agent has failed to pay deposited funds upon demand.

(5) Receivables

The following is a summary of receivables in the General Fund at December 31, 2011:

Property taxes	\$ 2,715,439
State revenue sharing	169,814
License and Permits	<u>71,415</u>
	<u>\$ 2,956,668</u>

(6) Capital Assets

Capital asset activity for the year ended December 31, 2011, was as follows:

	Balance at Jan. 1, 2011	Additions	Deletions	Balance at Dec. 31, 2011
<u>Governmental Activities:</u>				
Capital assets, being depreciated:				
Office Equipment	\$ 86,847	\$ -	\$ -	\$ 86,847
Computer Equipment	24,021	2,807	-	26,828
Vehicles	<u>65,163</u>	<u>-</u>	<u>-</u>	<u>65,163</u>
Total capital assets, being depreciated at historical cost	<u>176,031</u>	<u>2,807</u>	<u>-</u>	<u>178,838</u>
Less accumulated depreciation:				
Office Equipment	(46,913)	(9,776)	-	(56,689)
Computer Equipment	(16,789)	(2,742)	-	(19,531)
Vehicles	<u>(24,831)</u>	<u>(10,986)</u>	<u>-</u>	<u>(35,817)</u>
Total accumulated depreciation	<u>(88,533)</u>	<u>(23,504)</u>	<u>-</u>	<u>(112,037)</u>
Total capital assets, being depreciated, net	<u>87,498</u>	<u>(20,697)</u>	<u>-</u>	<u>66,801</u>
Governmental activities capital assets, net	<u>\$ 87,498</u>	<u>\$ (20,697)</u>	<u>\$ -</u>	<u>\$ 66,801</u>

Depreciation expense for the year ended December 31, 2011, was \$23,504.

(Continued)

Bossier Parish Assessor
Benton, Louisiana
Notes to Financial Statements
December 31, 2011
(Continued)

(7) Accounts Payable and Accrued Expenses

Accounts payable and accrued expenses at December 31, 2011, consisted of the following:

Refundable Bonds	\$ 3,980
Compensated absences	5,896
Accounts	<u>22,466</u>
	<u>\$ 32,342</u>

(8) Pension Plan

Substantially all employees of the Assessor are members of the Louisiana Assessor's Retirement System, a cost sharing, multiple-employer defined benefit pension plan administered by a separate board of trustees.

All full-time employees who are under the age of 60 at the time of original employment and are *not drawing retirement benefits from any other public retirement system in Louisiana* are required to participate in the system. Employees who retire at or after age 55 with at least 12 years of creditable service or at or after age 50 with at least 30 years of credible service are entitled to a retirement benefit, payable monthly for life, equal to 3% of their final-average salary for each year of credited service, not to exceed 100% of their final-average salary. Final-average salary is the employee's average salary over the 36 consecutive or joined months that produce the highest average. Employee's who terminate with at least 12 years of service and do not withdraw their employee contributions may retire at or after age 55 and receive the benefit accrued to their date of termination. The System also provides death and disability benefits. Benefits are established or amended by state statute.

The System issues an annual publicly available financial report that includes financial statements and required supplementary information for the System. That report may be obtained by writing to the Louisiana Assessor's Retirement System, Post Office Box 1786, Shreveport, Louisiana 71166-1786, or by calling (318) 425-4446.

Plan members are required by state statute to contribute 8% of their annual covered salary and the Assessor's office is required to contribute at an actuarially determined rate. The current rate as of December 31, 2011, was 13.5% of annual covered payroll. Contributions to the System also include one-fourth of 1% (1% for Orleans Parish) of the taxes shown to be collectible by the tax rolls of each parish, plus revenue sharing funds appropriated by the legislature. *The contribution requirements of plan members and the Assessor are established and may be amended by state statute.* As provided by R.S. 11:103, the employer contributions are determined by actuarial valuation and are subject to change each year based on the results of the valuation for the prior fiscal year. The Assessor's contributions to the System for years ended December 31, 2011, 2010 and 2009, were approximately \$162,646, \$159,933 and \$169,132, respectively.

(Continued)

Bossier Parish Assessor
Benton, Louisiana
Notes to Financial Statements
December 31, 2011
(Continued)

Substantially all employee of the Assessor are eligible to participate in the State of Louisiana Deferred Compensation Plan. This defined contribution plan allows employees to elect to defer up to 8% of their salary until they reach retirement age. The Assessor matches up to 25% of the employee's contribution for 2011, 2010, and 2009, and employees contributing to the plan are immediately vested in the employer contribution. Cost of the deferred compensation plan recognized by the Assessor for the years ended December 31, 2011, 2010 and 2009, total approximately \$13,922, \$13,522 and \$13,240, respectively.

(9) *Other Postretirement Benefits*

Plan Description – The Bossier Parish Assessor administers a single-employer defined benefit *Other Post Employment Benefit plan (OPEB)*. The Bossier Parish Assessor's medical benefits are provided through a comprehensive medical plan and are made available to employees upon actual retirement.

Most employees are covered by the Louisiana Assessors' Retirement Fund, whose retirement eligibility (D.R.O.P. entry) provisions are as follows: age 55 and 12 years of service. For the few employees not covered by that system, the same retirement eligibility has been assumed. Complete plan provisions are included in the official plan documents.

Dental insurance coverage is provided to retirees. The employer pays 100% of the cost of the dental insurance for the retirees but not for dependents. We have used the unblended rates provided and included the cost of dental insurance with the medical insurance in this valuation. All of the assumptions used for the valuation of the medical benefits have been used for dental insurance except for the trend assumption; zero trend was used for dental insurance.

Life insurance coverage is provided to retirees and the blended rate (active and retired) is approximately \$0.837 per \$1,000 of insurance. The amount of insurance coverage while active is continued after retirement, but retiree insurance coverage amounts are reduced at age 65 to 65% of the original amount and to 50% of the original amount at age 70. The employer pays 100% of the cost of the retiree life insurance. Since GASB 45 requires the use of "unblended" rates, we have used the 94GAR mortality table described below to "unblend" the rates so as to reproduce the composite blended rate overall as the rate structure to calculate the actuarial valuation results for life insurance. All of the assumptions used for the valuation of the medical benefits have been used except for the trend assumption; zero trend was used for life insurance.

Contribution Rates – Employees do not contribute to their post employment benefits costs until they become retirees and begin receiving those benefits. The plan provisions and contribution rates are contained in the official plan documents.

Fund Policy – Until 2008, the Bossier Parish Assessor recognized the cost of providing post-employment medical and life insurance benefits (the Bossier Parish Assessor's portion of the retiree medical and life insurance benefit premiums) as an expense when the benefit premiums were due and thus financed the cost of the post-employment benefits on a pay-as-you-go basis. In 2011 and 2010, the Assessor's portion of health care and life insurance funding cost for retired employees totaled \$51,011 and \$44,774, respectively.

(Continued)

Bossier Parish Assessor
Benton, Louisiana
Notes to Financial Statements
December 31, 2011
(Continued)

Effective January 1, 2008, the Bossier Parish Assessor implemented Government Accounting Standards Board Statement Number 45, *Accounting and Financial Reporting by Employers for Post employment Benefits Other than Pensions* (GASB 45). This amount was applied toward the Net OPEB Benefit Obligation as shown in the following table.

Annual Required Contribution – The Bossier Parish Assessor's Annual Required Contribution (ARC) is an amount actuarially determined in accordance with GASB 45. The ARC is the sum of the Normal Cost plus the contribution to amortize the Unfunded Actuarial Accrued Liability (UAAL). A level dollar, open amortization period of 30 years (the maximum amortization period allowed by GASB 43/45) has been used for the post-employment benefits. The actuarially computed ARC is as follows:

	<u>2011</u>	<u>2010</u>
Normal cost	\$ 78,600	\$ 89,394
30-year UAL amortization amount	106,405	116,668
Annual required contribution (ARC)	<u>\$ 185,005</u>	<u>\$ 206,062</u>

Net Post-employment Benefit Obligation (Asset) – The table below shows the Bossier Parish Assessor's Net Other Post-employment Benefit (OPEB) Obligation for fiscal years ending December 31:

	<u>2011</u>	<u>2010</u>
Beginning Net OPEB Obligation	\$ 459,860	\$ 303,992
Annual required contribution	185,005	206,062
Interest on Net OPEB Obligation	18,394	12,160
ARC Adjustment	<u>(26,594)</u>	<u>(17,580)</u>
OPEB Cost	176,806	200,642
Contribution	-	-
Current year retiree premium	<u>(51,011)</u>	<u>(44,774)</u>
Change in Net OPEB Obligation	<u>125,795</u>	<u>155,868</u>
Ending Net OPEB Obligation	<u>\$ 585,655</u>	<u>\$ 459,860</u>

The following table shows the Bossier Parish Assessor's annual post employment benefits (PEB) cost, percentage of the cost contributed, and the net unfunded post employment benefits (PEB) liability for last year and this year:

<u>Fiscal Year Ended</u>	<u>Annual OPEB Cost</u>	<u>Percentage of Annual Cost Contributed</u>	<u>Net OPEB Liability (Asset)</u>
December 31, 2011	\$ 176,806	28.85%	\$ 585,655
December 31, 2010	\$ 200,642	22.32%	\$ 459,860

(Continued)

Bossier Parish Assessor
Benton, Louisiana
Notes to Financial Statements
December 31, 2011
(Continued)

Funded Status and Funding Progress – In 2011 and 2010, the Bossier Parish Assessor made no contributions to its post employment benefits plan. The plan is not funded, has no assets, and hence has a funded ratio of zero. Based on the January 1, 2011 actuarial valuation, the most recent valuation, the Actuarial Accrued Liability (AAL) at the end of the year December 31, 2011 was \$1,839,980 which is defined as that portion, as determined by a particular actuarial cost method (the Bossier Parish Assessor uses the Projected Unit Credit Cost Method), of the actuarial present value of post employment plan benefits and expenses which is not provided by normal cost.

	<u>2011</u>	<u>2010</u>
Actuarial Accrued Liability (AAL)	\$ 1,839,980	\$ 2,017,461
Actuarial Value of Plan Assets (AVP)	-	-
Unfunded Act. Accrued Liability (UAAL)	<u>\$ 1,839,980</u>	<u>\$ 2,017,461</u>
 Funded Ratio (AVP/AAL)	 0.00%	 0.00%
 Covered Payroll (active plan members)	 \$ 1,299,054	 \$ 1,314,655
UAAL as a percentage of covered payroll	141.63%	153.46%

Actuarial Methods and Assumptions – Actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future. The actuarial valuation for post employment benefits includes estimates and assumptions regarding (1) turnover rate; (2) retirement rate; (3) health care cost trend rate; (4) mortality rate; (5) discount rate (investment return assumption); and (6) the period to which the costs apply (past, current, or future years of service by employees). Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future.

The actuarial calculations are based on the types of benefits provided under the terms of the substantive plan (the plan as understood by the Bossier Parish Assessor and its employee plan members) at the time of the valuation and on the pattern of sharing costs between the Bossier Parish Assessor and its plan members to that point. The projection of benefits for financial reporting purposes does not explicitly incorporate the potential effects of legal or contractual funding limitations on the pattern of cost sharing between the Bossier Parish Assessor and plan members in the future. Consistent with the long-term perspective of actuarial calculations, the actuarial methods and assumptions used include techniques that are designed to reduce short-term volatility in actuarial liabilities and the actuarial value of assets.

Actuarial Cost Method – The ARC is determined using the Projected Unit Credit Cost Method. The employer portion of the cost for retiree medical care in each future year is determined by projecting the current cost levels using the healthcare cost trend rate and discounting this projected amount to the valuation date using the other described pertinent actuarial assumptions, including the investment return assumption (discount rate), mortality and turnover.

(Continued)

*Bossier Parish Assessor
Benton, Louisiana
Notes to Financial Statements
December 31, 2011
(Continued)*

Actuarial Value of Plan Assets – There are not any plan assets. It is anticipated that in future valuations, should funding take place, a smoothed market value consistent with Actuarial Standards Board ASOP 6, as provided in paragraph number 125 of GASB Statement 45.

Turnover Rate – An age-related turnover scale based on actual experience has been used. The rates, when applied to the active employee census, produce a composite average annual turnover of approximately 17%.

Post employment Benefit Plan Eligibility Requirements – Based on past experience, it has been assumed that entitlement to benefits will commence four years after eligibility to enter the D.R.O.P. Medical benefits are provided to employees upon actual retirement. Most employees are covered by the Louisiana Assessors' Retirement Fund, whose retirement eligibility (D.R.O.P. entry) provisions are as follows: age 55 and 12 years of service. For the few employees not covered by that system, the same retirement eligibility has been assumed. Entitlement to benefits continue through Medicare to death.

Investment Return Assumption (Discount Rate) – GASB Statement 45 states that the investment return assumption should be the estimated long-term investment yield on the investments that are expected to be used to finance the payment of benefits (that is, for a plan which is funded). Based on the assumption that the ARC will not be funded, a 4% annual investment return has been used in this valuation.

Health Care Cost Trend Rate – The expected rate of increase in medical cost is based on projections performed by the Office of the Actuary at the Centers for Medicare & Medicaid Services as published in National Health Care Expenditures Projections: 2003 to 2013, Table 3: National Health Expenditures, Aggregate and per Capita Amounts, Percent Distribution and Average Annual Percent Change by Source of Funds: Selected Calendar Years 1990-2013, released in January, 2004 by the Health Care Financing Administration (www.cms.hhs.gov). "State and Local" rates for 2008 through 2013 from this report were used, with rates beyond 2013 graduated down to an ultimate annual rate of 5.0% for 2016 and later.

Mortality Rate - The 1994 Group Annuity Reserving (94GAR) table, projected to 2002, based on a fixed blend of 50% of the unloaded male mortality rate and 50% of the unloaded female mortality rates, was used. This is a published mortality table which was designed to be used in determining the value of accrued benefits in defined benefit pension plans.

Method of Determining Value of Benefits – The "value of benefits" has been assumed to be the portion of the premium after retirement date expected to be paid by the employer for each retiree and has been used as the basis for calculating the actuarial present value of OPEB benefits to be paid. The employer pays 100% of the cost of the medical, dental and life insurance for the retirees only and not for dependents. The rates provided applicable before age 65 are "blended" rates. Since GASB 45 mandates that "unblended" rates be used, we have estimated the "unblended" rates for retired before Medicare eligibility to be 130% of the blended rate.

Inflation Rate - Included in both the Investment Return Assumption and the Healthcare Cost Trend rates above is an implicit inflation assumption of 2.50% annually.

(Continued)

Bossier Parish Assessor
Benton, Louisiana
Notes to Financial Statements
December 31, 2011
(Continued)

Projected Salary Increases - This assumption is not applicable since neither the benefit structure nor the valuation methodology involves salary.

Post-retirement Benefit Increases - The plan benefit provisions in effect for retirees as of the valuation date have been used and it has been assumed for valuation purposes that there will not be any changes in the future.

Below is a summary of OPEB cost and contributions for the last three fiscal calendar years.

	OPEB Costs and Contributions		
	FY 2009	FY 2010	FY 2011
OPEB Cost	\$ 195,402	\$ 200,642	\$ 176,806
Contribution	-	-	-
Retiree premium	44,774	44,774	51,011
Total contribution and premium	44,774	44,774	51,011
Change in net OPEB obligation	\$ 150,628	\$ 155,868	\$ 125,795
Net OPEB obligation at year-end	303,992	459,860	585,655
% of contribution to cost	0.00%	0.00%	0.00%
% of contribution plus premium to cost	22.91%	22.32%	28.85%

(10) Expenditures of the Assessor Paid by the Police Jury

The Assessor's office is located in the Bossier Parish Courthouse. Expenditures for operations and maintenance of the parish courthouse, as required by state statute, are paid by the Bossier Parish Police Jury and are not included in the expenditures of the Assessor.

(11) Risk Management

The Assessor is exposed to various risks of loss related to torts; theft of, damage to and destruction of its assets; errors and omissions; injuries to employees; and natural disasters. The Assessor carries commercial insurance to cover risks of loss. There were no significant reductions in insurance coverage from the prior year.

(12) Leases

The Assessor has several operating lease agreements for office equipment and one lease for office space. During 2011, total payments under these leases were \$16,871. The minimum annual commitments under leases are as follows:

(Continued)

Bossier Parish Assessor
Benton, Louisiana
Notes to Financial Statements
December 31, 2011
(Continued)

Year Ending
December 31,

2012	\$	12,660
2012		12,418
2014		<u>1,319</u>
	\$	<u>26,397</u>

(13) Long-term Liabilities

Long-term liability activity for the year ended December 31, 2011, was as follows:

	<u>Beginning Balance</u>	<u>Additions</u>	<u>Reductions</u>	<u>Ending Balance</u>	<u>Amounts Due Within One Year</u>
Other post-employment Benefit obligations	\$ 459,860	\$ 125,795	\$ -	\$ 585,655	\$ -
Compensated Absences	<u>13,872</u>	<u>42,631</u>	<u>(38,815)</u>	<u>17,688</u>	<u>17,688</u>
Governmental activities long-term liabilities	<u>\$ 473,732</u>	<u>\$ 168,426</u>	<u>\$ (38,815)</u>	<u>603,343</u>	<u>17,688</u>
Less amounts due within period of availability— recorded in accounts payable				<u>(5,896)</u>	<u>(5,896)</u>
Total long-term liabilities, government-wide statements				<u>\$ 597,447</u>	<u>\$ 11,792</u>

(14) Subsequent events

Subsequent events have been evaluated through June 28, 2012, the date the financial statements were available to be issued.

The Assessor entered into a contract in April 2012 for approximately \$50,500 for office renovations.

Bossier Parish Assessor
Benton, Louisiana
Schedule of Revenues, Expenditures, and Changes in Fund Balances
Budget (Cash Basis) and Actual
General Fund
For the Year Ended December 31, 2011

	Budgeted Amounts Original & Final	Actual Amounts (Budgetary Basis)	Variance- Favorable (Unfavorable)
Revenues			
Ad valorem taxes	\$ 2,853,304	\$ 2,878,569	\$ 25,265
Licenses and permits	133,000	238,666	105,666
Intergovernmental revenue	255,000	250,614	(4,386)
Fees, charges and commissions for services	52,000	22,601	(29,399)
Interest income	28,291	14,014	(14,277)
Miscellaneous	24,000	33,118	9,118
Total revenues	3,345,595	3,437,582	91,987
Expenditures			
Current:			
Salaries	1,315,382	1,286,718	28,664
Group insurance	269,296	244,153	25,143
Other employee benefits	215,178	213,922	1,256
Office expense	231,002	265,479	(34,477)
Travel	48,000	26,748	21,252
Capital outlay	3,500	2,807	693
Total expenditures	2,082,358	2,039,827	42,531
Net change in fund balance	1,263,237	1,397,755	134,518
Fund balances at beginning of year		5,067,184	5,067,184
Fund balances at end of year	\$ 1,263,237	\$ 6,464,939	\$ 5,201,702

The accompanying notes are an integral part of this statement.

Bossier Parish Assessor
Benton, Louisiana
Notes to Required Supplementary Information
December 31, 2011

The Assessor's budget is adopted on a cash basis for all funds. There were no amendments to the 2011 budget. Budget comparison statements included in the accompanying financial statements include the original and adopted budget. The schedule below reconciles excess (deficiency) of revenues and other sources over expenditures and other uses on the budget basis with GAAP basis:

	<u>General Fund</u>
Excess of revenues and other sources over expenditures and other uses (budget basis)	\$ 1,397,755
Adjustments:	
Revenue accruals – net	(59,844)
Expenditure accruals – net	<u>896</u>
Excess of revenues and other sources over expenditures and other uses (GAAP basis)	<u>\$ 1,338,807</u>

Bossier Parish Assessor
 Benton, Louisiana
 Schedule of Funding Progress for Retiree Health, Dental, and Life Plans
 For the Year Ended December 31, 2011

Actuarial Valuation Date	Actuarial Value of Assets	Actuarial Accrued Liability (AAL)	Unfunded AAL (UAAL)	Funded Ratio	Covered Payroll	UAAL as a Percentage of Covered Payroll
1/1/2011	0	1,839,980	1,839,980	0	1,299,054	142%
1/1/2008	0	2,017,462	2,017,462	0	1,314,655	153%

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Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed In Accordance With Government Auditing Standards

Bossier Parish Assessor
Benton, Louisiana

We have audited the financial statements of the governmental activities and major fund of the Bossier Parish Assessor as of and for the year ended December 31, 2011, which collectively comprise the Bossier Parish Assessor's basic financial statements, and have issued our report thereon dated June 28, 2012. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States.

Internal Control Over Financial Reporting

Management of the Bossier Parish Assessor is responsible for establishing and maintaining effective internal control over financial reporting. In planning and performing our audit, we considered Bossier Parish Assessor's internal control over financial reporting as a basis for designing our auditing procedures for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Bossier Parish Assessor's internal control over financial reporting. Accordingly, we do not express an opinion on the effectiveness of Bossier Parish Assessor's internal control over financial reporting.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control over financial reporting was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be deficiencies, significant deficiencies, or material weaknesses. We did not identify any deficiencies in internal control over financial reporting that we consider to be material weaknesses, as defined above.

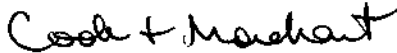
Compliance and Other Matters

As part of obtaining reasonable assurance about whether Bossier Parish Assessor's basic financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and

material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matters that is *required to be reported under Government Auditing Standards and which is described in the accompanying corrective action plan for current year audit finding as item 2011-1.*

The Bossier Parish Assessor's response to the finding identified in our audit is described in the accompanying corrective action plan for current year audit findings. We did not audit the Bossier Parish Assessor's response and, and accordingly, we express no opinion on it.

This report is intended solely for the information and use of management and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.



Cook & Morehart
Certified Public Accountants
June 28, 2012

Bossier Parish Assessor
Benton, Louisiana
Summary Schedule of Audit Findings
December 31, 2011

Summary Schedule of Prior Audit Findings

There were no findings or management letter comments for the prior year audit for the year ended December 31, 2010.

Corrective Action Plan for Current Year Audit Findings

There is one finding for the current year audit for the year ended December 31, 2011, as follows:

2011-1 Finding – Uncollateralized bank deposits

Reference No.:	2011-1
Criteria:	The Bossier Parish Assessor (Assessor) should have a system in place for ensuring that its deposits are adequately secured at all times, as required by Louisiana Revised Statutes 39:1211-1245.
Condition:	During our audit, we noted that the Assessor did not have a process in place for ensuring that its deposits were adequately secured by its local depositing institutions. Total unsecured bank balances as of December 31, 2011, was \$83,003.
Effect:	Due to not having procedures in place for ensuring deposits are adequately secured, the Assessor was not in compliance with Louisiana laws regarding the security of deposits.
Recommendation:	We recommend that the Assessor establish procedures for ensuring that its deposits are adequately secured by each of its depositing institutions on a monthly basis.
Management Response:	We have new procedures in place to ensure that all bank funds are fully collateralized.